

ER 61-1765/a

9 MAR 1961

Honorable Eugene M. Zuckert
Secretary of the Air Force
Washington 25, D. C.

Dear Mr. Zuckert:

Thank you very much for your letter of 2 March concerning the National Civil Service League's 7th Annual Career Service Awards Dinner.

I was very happy to learn that you are going to serve as Chairman of the Sponsorship Committee for this important event and I want to assure you that we will give it our fullest support. As requested in your letter, we are publicizing the affair throughout the Agency and Mr. Emmett D. Echols, our Director of Personnel, who will be attending the luncheon today, has been designated as our representative to stimulate the sale of tickets.

With my best wishes,

Sincerely,

ALL

Allen W. Dallas
Director

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APR 1961

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6/11/65

DEPARTMENT OF THE AIR FORCE
WASHINGTON

OFFICE OF THE SECRETARY

MAR 2 1961

Dear Mr. Director:

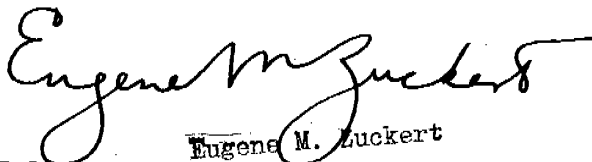
It is a pleasure to serve this year as Chairman of the Sponsorship Committee for the National Civil Service League's 7th Annual Career Service Awards Dinner. This is one of the most important activities which brings public attention and prestige to the outstanding people in the Federal service. I share with you this pleasure that one of the persons from your agency is being honored this year.

I am personally urging the people in the Department of the Air Force to give fullest support to the Awards Dinner, March 21, at the Sheraton-Park Hotel, and I hope that you will do the same in your organization. This will be the first presentation of these awards since the Kennedy Administration has taken office. It provides a fine opportunity for demonstrating our support of the career principle and the career men and women.

I hope that you will encourage the maximum publicity regarding your award winner. It would be appreciated also if you would appoint a representative to stimulate ticket sales for the dinner. The League is inviting those persons so designated to be their guests at a luncheon on Thursday, March 9th, at the University Club. I expect to attend the luncheon and talk with the group. It would be helpful if your designee would call the League office at ME 8-4614 to confirm the luncheon attendance.

Thank you very much for your assistance and cooperation.

Sincerely,


Eugene M. Luckert

The Honorable Allen W. Dulles
Director, Central Intelligence
Agency

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The Judges

A special committee appointed by the Officers and Board of Directors of the National Civil Service League will serve as judges.

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Kelley, Drye, Newhall & Maginnes

Chairman, National Advisory Council

ROBERT L. JOHNSON, Chancellor

Temple University

Vice Presidents

DEVEREUX C. JOSEPHIS

Director

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Chairman, Executive Committee

DANIEL W. BELL

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JOHN W. MACY, Jr., Exec. Vice Pres.

Wesleyan University

JAMES P. MITCHELL, (on leave)

U. S. Secretary of Labor

JAMES E. WEBB, Director

Kerr-McGee Oil Industries, Inc.

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National Civil Service League

1881-1961



Career Service Awards

**SEVENTH ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS**

NATIONAL CIVIL SERVICE LEAGUE

315 Fifth Avenue

New York 16, New York

Career Service Awards

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Seventh Annual Career Service Awards Program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. *Efficiency and achievement*
A record of exceptional efficiency; evidence of sustained superior performance and achievement.

2. *Character*
A record of integrity and devotion to the principles of public service.

3. *Service*
At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression and not merely length of service.

Nomination of Candidates

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field and overseas as well as in the departmental service, are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records must be clearly identified as career employees who are making government service their life work.

What to Submit

No more than three employees may be nominated by each agency, or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

1. A cover sheet containing:
 - a. The following pertinent data about the employee:

Name, title and grade	Length of government service
Organizational location	Marital status; number, ages, and names of children
Residence address	Education and degrees
Date and place of birth	
 - b. A brief description of the service record of the nominee.
 - c. A summary paragraph telling why the candidate merits consideration.
2. A written statement no more than three additional pages in length containing:
 - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
 - b. Human interest factors especially related to the career service.
 - c. Comments on the nominee's participation in professional societies, social welfare activities, civic, and church activities.

Supplemental material may be attached in support of the nomination but the foregoing statement should stand on its own.

Closing Date

Nominations must be submitted by December 5, 1960, to the Awards Committee, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on March 21, 1961.